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GENERAL PROVISIONS

All graduate students are advised to know and fully understand the Academic Regulations for Graduate Studies (Coursework). It is the responsibility of all students to comply with all policies stated in these regulations.

The Senate, as the highest academic body of the University, has the right to amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is confirmed by the Senate. All amendments will be binding to current and prospective students.

These regulations bind all students registered under the University: both local and international students, international students who are involved in student exchange programmes, and students of the Cross-campus Programmes from other Public Universities or Private Universities.

Where the jurisdiction of the implementation of these regulations is not specifically stated, it is then in the authority of the Senate. The authority of the Dean is stated specifically in certain clauses of these regulations.

DEFINITION OF KEY TERMS

These regulations are named the UNIMAS Graduate Studies Regulations (Coursework). In these regulations (unless stated otherwise):

"Academic Offence" is any violation of the Academic Regulations of Graduate Studies (Coursework) and the Universities and University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.

"Academic Punishment" is a form of disciplinary action taken against students by the *Jawatankuasa Tata tertib Pelajar* (Student Disciplinary Committee) for academic offences.

"Academic Session" is the period of study which includes two (2) semesters and one (1) intersession and is known as the University Academic Year.

"Active Students" are students who have completed student registration and course registration for the semester.

"Assessment" is a mechanism to measure a student's academic achievement.

"Audit Course" is a course for which a student has registered but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of Cumulative Grade Point Average (CGPA).

"Centre for Graduate Studies" (CGS) is the academic entity established in UNIMAS to coordinate all graduate academic activities at UNIMAS.

"CGPA" (Cumulative Grade Point Average) is a measure of a student's academic achievement for the total semesters/intersessions completed.

"Clean Slate" is a second chance given to a student to begin a study in the same or a different programme.

"Continuous Assessment" is an assessment carried out throughout the course and it includes the different kinds of coursework and final examination.

"Coordinator" is an academic staff appointed by the Vice Chancellor to coordinate a graduate programme.

"Core Courses" are compulsory courses that must be taken by students in a programme.

"Course Registration" is the process of students registering for certain courses in a programme within a determined period.

"Course" is a subject offered by each programme and has a specific code.

"Coursework" refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the programme.

"Coursework Programme" refers to a postgraduate programme with a research component of less than 50% and approved by the Senate.

"Credit" is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

"Credit Transfer" is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.

"Current Students" are students who have completed at least one (1) semester of study at the University.

"Dean/Director" is the head of the Faculty/Institute/Centre appointed by the Vice Chancellor.

"Deferment of Study" is a temporary period when a student is allowed to delay or not to follow the programme.

"Deputy Vice Chancellor (Academic and International)" is the main University officer who assists the Vice Chancellor in academic affairs.

"Disciplinary Offence" is an offence under the Rules of the Universiti Malaysia Sarawak (Student Discipline) 1999.

"Examination Hall" is any place/space used for examination purposes.

"Examination" is a specific form of evaluation, conducted formally to test a student's achievement of learning outcomes in terms of knowledge, creativity and understanding of the contents of a taught course. In most cases, examinations are formally organised for the whole class in one sitting in a specific location within a prescribed time period.

"Faculty Graduate Committee" refers to a committee set up at the Faculty level and chaired by the Dean /Director to deal with matters concerning graduate studies at the faculty.

"Faculty" is the academic entity that offers academic programmes in the university, including any university centres or institutes that offer academic programmes.

"Failing a Course" is not achieving the minimum grade set by the University for a Course.

"Fees" are payment set by the University for a particular purpose.

"Full-time Students" are candidates who register for a complete programme and pay full fees at the time of admission (unless approved otherwise). They are required to attend all necessary courses subject to the stipulated rules and regulations, and complete the programme within a specified period of time.

"GPA" (Grade Point Average) is a measure of a student's academic achievement in a semester.

"Grade" is a measurement of a student's achievement or standing in a course, based on his/her course evaluation.

"Grade Transfer" is a course grade approved by the Faculty/Centre to be considered in the GPA and CGPA calculation.

"Head of Department" is the academic officer appointed by the Vice Chancellor to head a department in the Faculty.

"Inactive Students" are students who have not completed student registration and course registration.

"Intersession" is a study period provided during the semester holiday at the end of the academic year.

"Learning Hours" is the amount of learning time required to meet the credit requirements.

"Lecture" is the learning class of the course.

"Passing the Course" is achieving a minimum grade of a course determined by the University.

"Part-time Students" are candidates who register (by module or by course) and pay the appropriate amount of fees at the time of registration/enrolment into a programme. They are required to attend all necessary courses subject to the stipulated rules and regulations, and are allowed to complete their studies within a longer period of time.

"Plagiarism" is the act of using an idea, a word, or a work of another person without proper acknowledgements.

"Postponement" is a temporary period when successful candidates are allowed to delay their initial registrations.

"Practical" is a study session in the laboratory/studio or at the field for a course.

"Programme" means a Master or Doctoral Degree by coursework, either as full-time or part-time programmes offered by the Faculty.

"Recurring Fee" is the annual fee paid by students to cover their insurance, medical and in-campus transportation services.

"Regulations" are regulations governing the graduate studies.

"Semester" is a period determined by the Senate for teaching and learning activities.

"Senate" is the highest academic body of the University with the right to control and to provide general instruction on teaching, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

"Student Disciplinary Committee" is a committee chaired by the Deputy Vice Chancellor (Student Affairs and Alumni) and comprises the Deans of the Faculty/Centre. The Committee discusses cases of students who violate the academic regulations and Universities and University Colleges Act (UCCA), 1971 (Amended 2012) and Rules of Universiti Malaysia Sarawak (Discipline of Students) 1999.

"Student Registration" is the process of students registering for a programme in any semester/intersession and paying tuition fee within a stipulated period.

"Student" is a person who has completed student registration at the University.

"University Graduate Committee" (UGC) refers to the Graduate Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Institutes/Centres which offer graduate programmes.

"University" is the Universiti Malaysia Sarawak.

"Aegrotat" is the awarding of a degree to a student whom does not complete the study due to permanent disability, subject to the conditions stated in this rulebook.

"Posthumous" is the awarding of degree to a student whom does not complete his/her study due to death, subject to the conditions stated in this rulebook.

"Permanent Disablement" refers to students whom has loss of the use of his or her limbs, and verified by the Government Medical Officer to be unable to continue his/her study even with certain assistance.

REGULATIONS FOR GRADUATE PROGRAMMES VIA COURSEWORK

1.0 ACADEMIC SESSION

- 1.1 The University Academic Session is divided into two (2) semesters of seventeen (17) weeks each and an intersession of eight (8) weeks.
- 1.2 The Academic Session of the Medical Programme is subjected to each respective programmes.

2.0 STUDENT REGISTRATION

2.1 New Student Registration:

- 2.1.1 A candidate must register as a student in his/her respective programmes within the specified time. The study offer will be considered void if the candidate fails to register without any valid reasons.
- 2.1.2 For first time registration, the candidate is required to be present at the CGS and to produce original documents for verification.
- 2.1.3 Registration into a coursework programme shall be conducted online after payment for all current fees has been made and documents have been verified.
- 2.1.4 Requests for a deferment of registration for new students should be made to the Dean of the CGS by the end of the registration week and will be considered on a case by case basis.

2.2 Current Student Registration

- 2.2.1 A current student must register as a student in his/her respective programmes for every semester/intersession on or before the date determined by the University.
- 2.2.2 The **programme registration is compulsory** and **students are fully responsible** to register online.
- 2.2.3 A student who fails to register without valid reasons shall be suspended from his/her studies for that semester/intersession. The student must register for the following semester/intersession within the specified time. Should the candidate fails to do so, his/her candidature will be terminated.

- 2.2.4 In exceptional circumstances, a student may be permitted to register late upon the recommendation by the relevant Faculty but not exceeding the fourth (4th) week of lecture in a semester and the second (2nd) week of lecture for intersession. In such cases, a **late registration fee of RM200** shall be charged.
- 2.2.5 Students who have deferred/have been suspended from their studies should register in the following semester/intersession after the expiration of deferment/suspension period.
- 2.2.6 The registration process is considered complete when the student has paid all current fees for the semester/intersession and all outstanding fees from the previous semester/intersession and completed the online registration.

2.3 Course Registration

- 2.3.1 The **course registration is compulsory** and **students are fully responsible** to register online for the courses which need to be taken in each semester/intersession.
- 2.3.2 Students are fully responsible for printing the registration slip and for ensuring the accuracy of the registered courses. If there are errors, the students must report to the CGS by the end of the fourth (4th) week of lecture during a semester and by the end of the second (2nd) week of lecture during intersession for correction.
- 2.3.3 Students can only register for the relevant courses that are offered in a particular semester.
- 2.3.4 Students must register courses according to the curriculum structure determined by the Faculty.

2.4 Adding/Dropping Course

- 2.4.1 Students are allowed to add and/or to drop courses until the end of the second (2nd) week of lecture in a semester and until the end of the first (1st) week of lecture of an intersession.
- 2.4.2 Penalty will be imposed for the adding and/or dropping of courses with the approval of the Dean/Director after the end of the add and/or drop week.

2.4.3 The penalty for adding and/or dropping courses are as follows:

Semester 1 and Semester 2
(3 rd week until 4 th week)
RM200.00 per course
Intersession
(2 nd week)
RM200.00 per course

2.4.4 Adding and/or dropping of courses after the fourth (4th) week of lecture in any semester and the second (2nd) week of lecture of the intersession is **not permitted**.

2.4.5 Grades will not be given if a student fails to register for the course.

3.0 CREDIT SYSTEM

3.1 Each course has a credit value based on the Malaysian Qualification Framework (MQF) criteria.

3.2 The credit value for each course is usually based on the learning hours.

3.3 The credit of a course refers to the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

4.0 CREDIT TRANSFER

4.1 On the Faculty's approval, a student may apply for a credit transfer (exemption) from the Dean of the CGS for equivalent course(s) done at other accredited institutions provided:

- i) the student has successfully completed a degree programme or equivalent
- ii) the grade obtained for the course was a B or higher and
- iii) the grade was obtained within the last five (5) years.

4.2 Total credits that are transferred must not exceed twelve (12) credits required for the programme.

- 4.3 Application for a credit transfer must be made within the first two (2) weeks of lecture and must be supported by official academic transcripts and complete syllabus/course contents of the relevant courses.
- 4.4 Courses which have been given exemption will be accounted for in the total number of credit hours taken.
- 4.5 Transferred credits are considered for graduation purposes but not included in the calculation of the GPA and CGPA.
- 4.6 Credit transfer is not applicable for students with previous Failed and Terminated (GB) status.

5.0 GRADE TRANSFER

- 5.1 A Grade Transfer is applicable to students who change their study programmes within the University and/or for students who participate in the mobility programme. Grade Transfer can be done for all courses subject to the Faculty's approval.
- 5.2 The course (and grade) that is transferred is taken into account in the calculation of the students' GPA and CGPA.
- 5.3 Grade Transfer for Core Courses within the Faculty/Programme should take into account the equivalence of the course.
- 5.4 The students must apply for grade transfer from their respective Faculties.

6.0 TOTAL CREDIT FOR A PROGRAMME

- 6.1 A student must complete the minimum credit required by the programme in order to graduate.
- 6.2 The Senate has the authority to determine a different minimum number of credits based on certain needs.
- 6.3 A student may take Additional Courses (KT) in addition to the minimum total credits required to graduate and will be **charged per credit** (Refer to **Appendix 1**).

7.0 STUDY DURATION

- 7.1** The study duration vary according to the respective coursework programmes.
- 7.2** Master Programmes
The study duration is between:
i) 1 year (min) and 4 years (max) for the full-time mode
ii) 2 years (min) and 6 years (max) for the part-time mode
- 7.3** Doctoral Programmes
The study duration is between:
i) 3 years (min) and 6 years (max) for the full-time mode
ii) 4 years (min) and 8 years (max) for the part-time mode
- 7.4** The student status will be terminated by the maximum duration of the study period.
- 7.5** The duration of study for a student with a Failed and Terminated (GB) status but who has received the Senate's approval to continue study will include the student's entry year.
- 7.6** A deferment of study period will be considered as part of the study duration except for a deferment due to medical reasons or when the courses are not offered (Refer to Article 13.3).
- 7.7** Any application to extend the maximum duration of a study period is subject to the Senate's approval.

8.0 EVALUATION SYSTEM

8.1 Evaluation Methods

- 8.1.1** A course evaluation is usually made in progression through assessment (written/oral), tasks and other forms of coursework.
- 8.1.2** Mid-semester examination (if available) is held in week seven (7) and week eight (8). The semester's final examination is held at the end of the semester/intersession.
- 8.1.3** For programmes with modular system, the examination (if available) will be held at the end of each module.

8.2 Grade Classification

8.2.1 Course evaluation without grades can be given the following codes:

L/G (*Lulus/Gagal* - Pass/Fail)

This is given to courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation.

TL (*Tidak Lengkap* - Incomplete)

This is given, with the Faculty's approval to a student who has completed at least 70% of the course requirements based on acceptable reasons. The student must complete the full requirement of the course by the **fourth (4) week** after the end of a semester in order to obtain full evaluation and grade.

PK (*Pindah Kredit* - Credit Transfer)

This is stated in the student's transcript for courses which have been approved for credit transfer by the Dean of the Faculty.

U (*Audit*)

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The "U" symbol will be recorded if the student passed the course. A student who does not meet the course requirement will not get any remarks.

KK (*Kes Gangguan Kesehatan* - Health Disturbances)

This is given to a student who is unable to continue a study due to medical reasons validated by a registered medical practitioner.

TD (*Tarik Diri* - Withdraw)

This is given to a student who has been approved to voluntarily withdraw from a study at UNIMAS.

KT (*Kursus Tambahan* - Additional Course)

This is given to courses taken by a student in addition to the compulsory courses. A student must go through the course and undertake the evaluation for the course. The grade point for this course will be included in the calculation of GPA and CGPA but the total number of credit hours for the Additional Course will not be taken into account for the purpose of degree conferment.

Rn (*Kursus Ulangan* - Repeated Course)

This code is stated on the semester examination slip for a course which a student has repeated after failing in the earlier attempt. Only the **latest credits and grade points** for the Repeated Course are taken into account in the calculation of the GPA and CGPA. The 'n' after the code R indicates the number of times the course has been repeated.

KBn (*Kursus Baiki* - Improved Course)

This code is for courses which have been re-taken for the purpose of grade improvement. The **best grade** will be taken into account in the calculation of the GPA and CGPA. The 'n' after the code KB indicates the number of times the course has been taken for grade improvement.

PG (*Pindah Gred* - Grade Transfer)

This code is stated on the slip/transcript of a student for courses which have been approved for grade transfer.

8.2.2 The grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Level of Achievement
A	80 - 100	4.00	Pass with Distinction
A-	75 - 79	3.67	
B+	70 - 74	3.33	Pass with Credit
B	65 - 69	3.00	
B-	60 - 64	2.67	
C+	55 - 59	2.33	Fail
C	50 - 54	2.00	
C-	45 - 49	1.67	
D	40 - 44	1.00	
F	< 40	0.00	

** Applicable for intake starting Semester 1, 2015/2016*

8.3 Evaluation Results

- 8.3.1 A student's academic performance in the semester/intersession is based on the Grade Point Average (GPA). The student's overall performance in a programme is based on the Cumulative Grade Point Average (CGPA). The method in calculating the GPA and CGPA is as follows:

Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{The sum of all grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

8.4 Special Recurrence Assessment

- 8.4.1 A student who failed a course will be given a special recurrence assessment in the same semester **within a specified time** after the announcement of the temporary results by the respective faculties. The maximum allowable grade is B although the student may have successfully obtained a better grade.
- 8.4.2 No fee is charged for the special recurrence assessment.
- 8.4.3 If the student fails the special recurrence assessment, he/she is required to repeat the entire course. Only one repeat is allowed throughout the study duration.

8.5 Postponement of Evaluation

- 8.5.1 A student who faces problems such as health disturbances during a course evaluation may apply to the Faculty for a postponement of the evaluation. The application should be made **not later than forty-eight (48) hours** after the evaluation has been conducted.

- 8.5.2 An application to postpone a course evaluation on the basis of health disturbances should be accompanied by a medical certificate from Government Doctors, University Medical Officers or University Panel of Doctors only. Any certification from other medical practitioners has to be certified by the University Panel of Doctors. Applications on other reasons can be considered according to the Faculty's discretion. A replacement for the course evaluation can be arranged based on the merits of specific cases.

8.6 Appeal to Review Course Grade

- 8.6.1 An appeal to review a course grade should be submitted to the Faculty Dean after the temporary results have been announced by the Faculty. The appeal should be accompanied by a payment of **RM50.00 (non-refundable)** per course.
- 8.6.2 To seek a review, a student must notify the Faculty in writing within the specified period after the announcement of the temporary results.
- 8.6.3 The final result should be endorsed by the Faculty Graduate Committee.
- 8.6.4 Each result given based on this method is **final** and no further appeal will be entertained after Senate's endorsement.
- 8.6.5 In the case of a new mark/grade for a course is given upon a reevaluation, the new mark/grade will replace the earlier one and the CGPA will be re-calculated accordingly.

8.7 Announcement of Semester Results

- 8.7.1 The results of a student's academic performance for each semester will be announced in the period determined by the University.
- 8.7.2 Result slips will be distributed to the students through their respective Faculties or be obtained online.
- 8.7.3 The result slips of students who have been approved to graduate by the Senate (subject to clearance of any debt with the University), will be sent to their current registered addresses.
- 8.7.4 Students are responsible to inform the University of any changes to their personal information from time to time for the purpose of updating their personal data and records.
- 8.7.5 Applications for a reprint of the result slip can be made officially to the University with a payment of RM20.00 per slip.

9.0 STUDENT ACADEMIC STATUS

9.1 A student can be given the following status:

9.1.1 ***Lulus (L) - Pass***

Students are given the Pass (L) status and are allowed to continue their studies if they obtained a **CGPA of 3.00 or higher**.

9.1.2 ***Lulus Mengulang Kursus (LMK) - Pass but Required to Repeat Failed Courses***

Students are given the status **Pass but Required to Repeat Failed Courses (LMK)** if they obtained a **CGPA of 3.00 or higher** but **Failed** in any of the courses taken and they are required to repeat the course.

9.1.3 ***Lulus Bersyarat (LB) - Conditional Pass***

Students are given the **Conditional Pass status** if they **obtained a CGPA between 2.67 and 2.99**. The students must improve their CGPA to **3.00 or higher** in the following semester.

9.1.4 ***Gagal dan Diberhentikan (GB) - Failed and Terminated***

Students will be given the **Failed and Terminated (GB)** status if they:

- a) Obtained a **CGPA of less than 2.67** in any semester; or
- b) Failed to improve their CGPA to 3.00 or higher after obtaining the **Conditional Pass** status in the previous semester; or
- c) A student who still has the Incomplete (TL) grade in the evaluation of a semester shall not be given the status of Failed and Terminated (GB).

9.2 Continuing Study after Obtaining Failed and Terminated (GB) Status

Students who have been given the Failed and Terminated (GB) status may be allowed to continue their studies according to the following conditions:

9.2.1 **Clean Slate Offer for First Semester Students**

First semester students will be given a clean slate offer. They will re-register in the next semester and follow the curriculum structure of the new cohort.

9.2.2 Other Offers (Non-Clean Slate) for Non-First Semester Students

Non-first semester students will continue their studies in the next semester based on their latest CGPA (prior to the GB status). All courses taken and passed can be considered except for failed courses which the students will have to retake

9.3 Replacement of Failed Courses

10.3.1 Students will be **charged per credit** for any repeated course (Refer to Appendix 1).

9.3.2 If the failed course is no longer offered, students can compensate by taking another course in the same category.

9.3.3 For each repeated course, the latest grade will be taken into account for the GPA and CGPA calculation. Other grades are stated as records only.

9.3.4 Students who have completed the required number of credits to graduate but are taking additional courses which they failed are not required to repeat these courses. However, the credits and the grade for the failed courses will be considered in the GPA and CGPA calculation.

9.4 Improving Grade/CGPA

9.4.1 Students may repeat a course which they have passed in order to improve the grade of the course, subject to the Faculty's approval.

9.4.2 Students may repeat a course until they obtain a grade with which they are satisfied within the maximum pre-determined duration of study.

9.4.3 The best grade will be taken into account in the calculation of the students' GPA and CGPA.

9.4.4 Students will be **charged per credit** for each time a course is repeated.

9.4.5 The fee for Improved Grade of any course is non-refundable if the students drop the course.

10.0 ACADEMIC ETHICS

- 10.1 Disciplinary action will be taken upon students who are found guilty of copying or using others' work without acknowledgement (plagiarism) in their thesis.
- 10.2 Students who violate the University regulations and are found guilty by the Student Disciplinary Committee (Academic) can be punished according to the Universities and **University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.**

11.0 DEFERMENT OF STUDY

- 11.1 A registered student may defer his/her registration with approval from the Dean of CGS.
- 11.2 Application for a deferment of study must be made within a period of four (4) weeks at the beginning of a semester.
- 11.3 Application to defer after this period will not be considered except for health reasons.
 - 11.3.1 A student who is unhealthy for a long period of time will be given a deferment of study for a semester by the Dean of CGS. In such cases, certification from a registered medical practitioner is required. Other certification can be considered in certain cases only after the student has gone through treatment from a registered medical practitioner. In the case of mental problems, approval to register again is subject to the certification from a registered medical practitioner.
 - 11.3.2 A registered medical practitioner who has treated the student must be from the groups of Government Doctors, University Medical Specialist, University Doctors, University Panel of Doctors or other doctors who are approved by the University.
- 11.4 Students who have been given a deferment of study will lose their status as University students during the deferment period, and therefore will not be allowed to use the University facilities. However, they may continue to have informal consultations with their lecturer(s) about the programme.
- 11.5 The duration of the deferment will be taken into account in the student's maximum duration of study except for health reasons or in the case where the course is not offered in the semester.
- 11.6 A deferment period shall not exceed one (1) academic session throughout the entire study period.

12.0 SUSPENSION OF STUDY

- 12.1** A student who does not register or does not apply for a deferment of study by the end of the registration period will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so and does not apply for a deferment of study in the following semester, the student will be terminated.
- 12.2** The duration of the suspension of study is taken into account in the overall calculation of the student's maximum duration of study.

13.0 TERMINATION OF STUDY

- 13.1** A student may be terminated from study at any time by the University in the event that the student:
- i) has exceeded the maximum duration of study;
 - ii) has failed to re-register within the specified period after being given a suspension status in the previous semester;
 - iii) has consistently shown poor academic performance, poor attendance and poor overall attitude;
 - iv) has been deemed medically unfit for further studies in the University, as certified by a Medical Board selected by the University;
 - v) has been found guilty of committing academic offences by the Student Disciplinary Committee.

13.2 Right to Appeal

A student has the right to appeal in writing to the Dean of CGS against decisions made by the University related to his/her termination of study within one (1) month from the termination notice. Appeals against termination for academic offences (Refer to Article 13.1 (v) above which is to be read with the Universities and University Colleges Act 1971 and Universiti Malaysia Sarawak (Discipline of Students) Rules 1999) should be made to the Vice Chancellor.

- 13.3** No refund of fees will be given to student who has been terminated from his/her studies.

14.0 CHANGE OF STUDY MODE

- 14.1** Students are allowed to change their mode of study (from full time to part time, and vice versa) only once during their entire period of study. This change can be made at anytime during their period of study. However, the change of study mode is not applicable to international students.
- 14.2** With the Faculty's approval, students may apply for a change of study mode from the Dean of CGS.

15.0 CHANGE OF STUDY PROGRAMME

- 15.1** A student who has confirmed registration in a Faculty is **NOT ALLOWED** to change the study programme except under the following conditions:
- i) the student has completed one (1) semester of study;
 - ii) the student has obtained a CGPA of at least 3.00;
 - iii) subject to space availability in the programme applied for; and
 - iv) the student has obtained approval from the receiving Faculty and has been released from the original Faculty.
- 15.2** Permission to change programmes within the same Faculty and the determination of which semester to begin the new programme is subject to the Faculty Dean's approval.
- 15.3** The evaluation grades for courses which the student has taken earlier are void except for courses which have been approved for grade transfer by the Faculty which receives the student.
- 15.4** Application for a change of study programme should be made by the end of the first (1st) week of lecture in a semester. Applications made after the first (1st) week of lecture will be considered for the following semester.
- 15.5** On approval of the Faculty, students may apply for a change of study programme from the Dean of CGS.

16.0 CHANGE OF FACULTY

16.1 A student who has confirmed registration in a Faculty is **NOT ALLOWED** to change Faculty except under the following conditions:

- i) the student has completed one (1) semester of study;
- ii) the student has obtained a CGPA of at least 3.00;
- iii) subject to space availability in the programme applied for; and
- iv) the student has obtained approval from the receiving Faculty and has been released from the original Faculty.

16.2 The evaluation grades for courses which the student has taken earlier are void except for courses which been approved for grade transfer by the Faculty which receives the student.

16.3 Application for a change of faculty should be made by the end of the first (1st) week of lecture in a semester. Applications made after the first (1st) week of lecture will be considered for the following semester.

17.0 CHANGE OF UNIVERSITY

Students who have confirmed their registration in a specific programme at Universiti Malaysia Sarawak are **NOT ALLOWED** to change programme to other universities. If the students want to register in other universities, they will have to apply to withdraw from the programme and submit a written application to the Dean of CGS. The letter of approval for withdrawal will be issued by the CGS.

18.0 APPEAL TO CONTINUE STUDY

18.1 Students who have been terminated from their study can submit an appeal against the decision and apply to continue their studies (Refer to Article 13.2).

18.2 Each appeal must be submitted together with a RM50 payment receipt

18.3 A student whose appeal is approved will be imposed a fine of RM250 to reactivate his/her candidature.

19.0 WITHDRAWAL FROM PROGRAMME OF STUDY

- 19.1** A student can withdraw from a programme by applying in writing to the Dean of CGS through the Dean/Director of the Faculty/Institute/Centre.
- 19.2** Students who have been granted permission to withdraw from their programme of study, but who have paid their tuition fees for the semester will receive a refund of fees according to the rate determined by the University (Refer to **Appendix 2**).

20.0 CONFERMENT OF DEGREE

- 20.1** A student must fulfil the following requirements to graduate and to be awarded a **Master/Doctoral Degree**:
- (a) **Pass all the required courses** for the programme within the stipulated period;
 - (b) **Achieve a minimum CGPA of 3.00;**
 - (c) Accumulate the total credits required to graduate as specified by the Senate;
 - (d) Meet all the requirements of the Academic Regulations for the Master/Doctoral Degree;
 - (e) Recommended to be awarded the said degree by the University Graduate Committee (UGC) and endorsed by the Senate;
 - (f) Fulfil other terms and conditions for the conferment of the degree set by the Senate. The classified terms and conditions for the conferment of Master/Doctoral Degree are based on the discretion of the Senate.
- 20.2** An application to reprint a replacement certificate can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:
- (a) a written application
 - (b) a payment receipt/money order for RM200.00 per version.

20.3 An application to reprint an academic transcript can be made formally to the Dean of CGS by providing:

- (a) a written application
- (b) a payment receipt/money order for RM100.00 per version.

20.4 The awarding of academic degree aegrotat and posthumously (posthumous) is subject to the following conditions:

- i) Students meet at least 75% of their graduation requirements in their study program.
- ii) Students obtained a Pass Status (L) in the last semester before death or permanent disablement;
- iii) Students obtained PNGK 3.00 and above in each semester throughout their study period.

20.4.1 Applications that do not meet the criteria in item 20.4 (i) and (ii) may be considered for the conferment of degree subject to Senate approval.

(endorsement by Senate Meeting No 08/2018-175th on 15th October 2018)

21.0 FEES PAYMENT

21.1 Students are required to pay the stipulated fees in full before or at the time of registration.

21.2 Tuition fees are payable on a semester/intersession basis.

21.3 Additional fees or payments may be charged for specific services, such as late registration, library fines, special courses and field trips.

21.4 Recurring fees will be charged to the students annually to cover their insurance, medical and in-campus transportation services.

21.5 All fees, which are non-transferable are to be paid accordingly.

21.6 The University has the right to review the fee structure and to impose any additional fees or payments for services rendered and any monies owing to the university.

APPENDIX 1: Per Credit Charge

Programme	Local (RM)	International (RM)
Corporate Master in Business Administration	494	654
Master of Science in Learning Sciences	387	542
Master of Advanced Information Technology	380	540
Master of Environmental Science (Land Use and Water Resource Management)	380	540
Master of Environmental Management (Development Planning)	380	540
Master of Science in Human Resource Development	475	619
Master of Engineering (Civil)	371	711
Master of Public Health	191	472
Doctor In Public Health	211	525

*** Excluding Recurring and Non-recurring Fees**

APPENDIX 2: Fee Refund Table

Lecture Week	Rate
Week 1 - Week 2	75%
Week 3 - Week 4	50%
After Week 4	0%

APPENDIX 3: Medical Profesional Reexamination Fees

Programme	FEE (RM)
Master of Public Health	750.00
Doctor in Public Health	750.00
Doctor in Public Health Dissertation Reexamination	750.00

(endorsement by Senate Meeting No09/2018-176th on 23rd November 2018)

